PER-54 Reinstatement Reemployment Action Guide

Purpose

The purpose of this job aid is to explain how to handle a reemployment vs. a reinstatement.

Reemployment

Reemployment occurs when an individual was previously employed with an Integrated HR/Payroll System agency and is being rehired after a break in service (separation). Break in service is defined as 31 calendar days or more.

The key to selecting the correct reemployment action reason is knowing which pay system the employee was in at the time of separation and in which pay system the employee is being rehired. You also need to know the duration of the separation.

The reemployment policy for graded positions is very restrictive on what you can do with salaries upon reemployment within 12 months; therefore, the following reemployment action reasons only apply to individuals who separated from a graded position and are returning to a graded position:

- **Return to State within 12 months (same salary grade)**
- **Return to State within 12 months (higher salary grade)**
- **Return to State within 12 months (lower salary grade)**

If an individual separated from a graded position and is returning to a graded position and has more than a 12-month break in service, select either Return to State Within Five Years or Return to State After Five Years.

If the individual separated from a graded position but is returning to a position in any other pay system (career-banding, pilot banding, skill-based pay, flat rate), select from either Return to State Within Five Years or Return to State After Five Years. The 12-month salary restriction does not apply in these cases. This also applies to any separations and rehires from any nongraded pay system.

Reinstatement

Reinstatement occurs when an employee is returning to work after an approved leave of absence. There is no subsequent termination of employment action (separation).

The key to selecting the correct reinstatement reason is knowing the LOA action reason. If the employee went out on LOA/FMLA, then you need to Reinstate/Return from FMLA. In the case of Short-Term Disability and Worker's Compensation LOAs, you need to know if the employee is returning with restrictions.

In all cases of reinstatement, you must reinstate the employee at the same salary and appointment as when they went out on LOA. If the hours of work are changing from full-time to part-time, then a separate action must be completed in order to document those changes.

Reinstatement/Non-BEACON Transfer – These action/reasons are used if you have an employee who was previously employed in the Integrated HR/Payroll System with an agency and then transferred to a University or other non-Integrated HR/Payroll System State agency and then transfers back to an Integrated HR/Payroll System agency without a break in service. Since these employees already have an assigned Integrated HR/Payroll System Personnel Number, you cannot use the Non-BEACON to BEACON action`. The key to selecting the correct Reinstatement/Non-BEACON Transfer reason is knowing which pay system they are transferring from and which pay system they are transferring to as well as their employment status (EPA or SPA). The following action reasons

should be used only for SPA employees transferring from grade to grade or career-band to career-band:

- **Non-BEACON Transfer Promotion**
- **Non-BEACON Transfer Lateral**
- **Non-BEACON Transfer Reassignment**

The Non-BEACON Transfer Class Pay Plan Change action reason should be used anytime an SPA employee is moving between positions with different pay plans (graded, career-banded, pilot banded, skill-based pay, or flat rate).

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